

TAX COLLECTOR
TOWN OF TIVERTON, RHODE ISLAND

The Town of Tiverton, RI is seeking a Tax Collector to supervise our tax collections department. The position is part-time with 25 hours per week required. Candidates must have an accounting, finance or tax collections background in either government or business. Familiarity with collections, cash management, receipts, accounting practices, fiscal management, journal entries and property tax collections preferred. Candidates must also have a Bachelor's degree in Finance, Accounting or other related discipline. An appropriate number of years in related experience may substitute for the college degree requirement. Supervisory experience, a high level of skill in MS Excel and MS Word are also required.

A Salary between \$28,000 to \$30,000, depending on experience is offered. Forward resume to Town Clerk, 343 Highland Road, Tiverton, RI 02878. Envelopes should be marked "Tax Collector Position". Resumes must be received no later than 4:00 o'clock p.m. on Wednesday, March 4, 2009.

The Town of Tiverton is an Affirmative Action/Equal Opportunity Employer.
Nancy L. Mello, Town Clerk